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Chief Executive Officer

County of Los Angeles CHIEF EXECUTIVE OFFICE

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Board of Supervisors
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MICHAEL D. ANTONOVICH
Fifth District

December 11, 2007

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**AUDITOR-CONTROLLER:
APPROVE OFFICE REFURBISHMENT SCOPE OF WORK
AND TOTAL PROJECT BUDGET
CAPITAL PROJECT NO. 86930
(FIRST DISTRICT) (3 VOTES)**

**JOINT RECOMMENDATION WITH THE AUDITOR-CONTROLLER THAT YOUR
BOARD:**

Approve Capital Project No. 86930 scope of work and total project budget of \$2.849 million, including change order contingency, for the reconfiguration of approximately 16,000 square feet of office space on the fifth floor of the Kenneth Hahn Hall of Administration (HoA) occupied by the Auditor-Controller's (A-C) Countywide Payroll, Disbursements, and Systems Development Divisions.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of this action enables the refurbishment and reconfiguration of approximately 16,000 square feet of the Department of the Auditor-Controller's existing fifth floor office space in the Kenneth Hahn Hall of Administration.

The project consists of the design, demolition and construction of interior walls, painting, replacement of ceiling tiles and grid, rewiring, testing and certification of electrical, voice and data lines, and the installation of new modular furniture.

The office reconfiguration is needed to make more efficient use of existing space to accommodate the growing number of staff. Presently, 82 employees share the impacted areas; upon completion of the renovation project, the same space will house 104 employees, for a total increase of 22 workstations.

The project will allow for the relocation of the Office of County Investigations (OCI), including its Forensics and Evidence Labs, and Witness Interview Rooms from its current offices in Alhambra to areas being renovated within HoA. Relocating the OCI to the HoA will put the unit in closer proximity to your Board and the Auditor-Controller's Executive management to enable immediate responses to urgent requests. Upon the OCI's relocation, the A-C Countywide eHR (Electronic Human Resources) Project Team will back fill the vacated space in Alhambra.

Finally, this renovation will address workplace safety hazards and mitigate employee injuries. The existing furniture and office equipment have become unsafe due to wear and tear; carpeting is worn and poses tripping hazards, which is exacerbated by insufficient lighting. The recommended improvements will address these issues by rewiring electrical and voice/data lines, installing new ergonomic modular furniture, replacing carpeting, and painting.

The Chief Executive Office-Real Estate Division and the Internal Services Department (ISD) will jointly manage the project. Demolition, construction and infrastructure renovation will be completed by Internal Services Department. The modular office furniture installation will be completed by vendors contracted by ISD. The project is anticipated to take 6 months to complete. The project schedule is included in Attachment A.

Green Building/Sustainable Design

The project will support the intent of your Board's Green Building/Sustainable Design (GB/SD) Policy to the extent feasible, by recycling demolition materials and by the use of construction materials and modular furnishings that are composed, in part, of recycled materials. The recycling of demolition materials includes metals from used lighting fixtures and modular furniture and synthetic and natural fibers from the old carpeting. In addition, the new lighting fixtures will be more energy efficient to reduce energy consumption.

The recycling of demolition materials and the use of new building supplies and modular furniture composed of recycled materials support the GB/SD policy by reducing the amount of demolition materials that would otherwise be disposed in landfills, reducing the consumption of natural resources, and also reducing the production of synthetic materials, which, in turn, reduces carbon emissions.

Implementation of Strategic Plan Goals

This project will contribute to the implementation of the Department of Auditor-Controller's Strategic Plan Goal to "attract, select, develop and retain high quality staff" and the County's Strategic Plan Goal of "Workforce Excellence". Providing employees with updated ergonomic workstations promotes a safe and positive work environment, contributes to employees' well-being, and ultimately results in increased productivity and decreased workers' compensation claims; increasing the number of workstations in the existing area being a more efficient use space without increasing rent/leased space supports Goal 4, Fiscal Responsibility; and having the OCI in closer proximity to the Board and Auditor-Controller Executives to better respond to urgent requests supports Goal 3, Organizational Effectiveness.

FISCAL IMPACT/FINANCING

The total estimated project cost is \$2,849,000, including \$1,864,500 for design, construction, project management fees, demolition of walls, painting, ceiling tiles and grid, electrical, voice and data wiring, testing and certification; and \$635,000 for modular furniture purchase and design and \$349,500 for change order contingency. The project budget summary is included in Attachment A.

Sufficient appropriation for the project is available in the FY 2007-08 Capital Projects/Refurbishments Budget under C.P. No. 86930. The project is funded by net County cost derived from one-time savings in the Department's Fiscal Year 2005-06 Operating Budget.

FACTS AND PROVISIONS

Not applicable.

ENVIRONMENTAL DOCUMENTATION

This project is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to the State Guidelines Section 15301(a) and Class 1, Subsection (d) the County of Los Angeles Revised Environmental Document Reporting Procedures and Guidelines adopted by your Board on November 17, 1987. Under this categorical exemption, interior and exterior alterations of a building involving such things as interior partitions, exterior parapets, placement of walls, veneer facings and installation of false or drop ceilings, plumbing and electrical conveyances and heating and refrigeration systems are exempt.

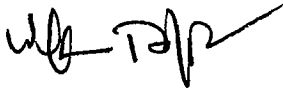
IMPACT ON CURRENT SERVICES

All work on this project will be performed during regular work hours. There will be no impact on services to other County Departments or to the public. Impacted employees will be temporary relocated during the refurbishment period. They will occupy borrowed spaces from other County departments and will double-up in existing spaces throughout office areas of the Auditor-Controller.

CONCLUSION

Please instruct the Executive Officer-Clerk of the Board to return one adopted copy of the Board letter to the Chief Executive Office (Capital Projects Division) and Auditor-Controller.

Respectfully submitted,



WILLIAM T FUJIOKA
Chief Executive Officer

WTF:JTM:DL
JSE:DJT:RB:z

Attachment

c: Internal Services Department



J. TYLER McCAULEY
Auditor-Controller

ATTACHMENT A
DEPARTMENT OF AUDITOR-CONTROLLER
HOA 5TH FLOOR RENOVATION PROJECT
C.P. No. 86930

I. PROJECT SCHEDULE

Project Activity	Proposed Completion Date
Submit Board Letter for Approval	December 2007
Design Services	February 2008
Staging	March 2008
Modular Furniture Vendor selection through ISD Purchasing	May 2008
ISD Construction	May 2008
Furniture Installation	May 2008
Project Completion	June 2008

II. PROJECT BUDGET SUMMARY

Budget Category	Proposed Project Budget
Architectural/Engineering	\$169,500
ISD Construction and data/voice cabling	1,695,000
Change Order Contingency	349,500
Design, seating, and modular furniture	635,000
TOTAL	\$2,849,000